

~~CONFIDENTIAL~~

16 July 1971

MEMORANDUM FOR: Chief, Archives and Records Center


SUBJECT : Amendment for Records Schedule 30-64 - RAB/SSS

Please amend the disposition instruction for Item 3
"Administrative Files" in Records Control Schedule #30-64
of the DDS/Records Administration Staff to read:


"Temporary. Destroy three years after date retired
to Records Center. Break file annually and hold at
least one year and retire".


Records Management Officer

25X

DDS/SSS/RAB/ (16 July 1971)

K1
K1
APPROVED:


CIA Records Administration Officer

16 July 1971
Date

~~CONFIDENTIAL~~